

**First and Last Name**  
(BOLD AND LARGER FONT THAN THE REST)

Street Address  
City, State, Zip

Phone  
Email

**Education**

In the education section of your resume, list the school you attend and any awards or honors (like the National Honor Society) you have earned.

**High School**

Awards, Honors

**Skills**

Include skills related to the job that you are applying for i.e. computer skills, language skills. These can be skills you acquired at school or at extracurricular activities.

**Experience**

This section of your resume includes your work history. If you have had a job before, list the company you worked for, dates of employment, the positions you held and a bulleted list of responsibilities. If you haven't had a regular job before, it's fine to include positions like baby sitting or pet sitting and any volunteer experiences you might have.

**Job Title**

**Company #1**, City, State  
Worked

Dates

- Achievements/Accomplishments/Contributions
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**Activities**

Include sports, clubs, volunteering and other activities.

**References available upon request**

There is no need to include references on your resume. Rather, have a separate [list of references](#) to give to employers upon request.

**Customize Your Resume** In all cases, be sure to personalize and customize your resume, so, it reflects your skills and abilities and connects them with the jobs you are applying for.